



WASHINGTON COUNTY
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September 19, 2018

Robert F. Mujica Jr., Director
New York State Division of Budget
254 Washington Avenue
Albany, NY 12210

Dear Mr. Mujica:

As requested, enclosed please find Washington County's 2018 Shared Services Plan with revised Appendix A. The revised Appendix A has been added to the Plan that was originally submitted on September 14, 2018.

Please advise my office if any additional information is required at this time.

Sincerely,

A handwritten signature in blue ink that reads "Christopher P. DeBolt".

Christopher P. DeBolt

County Administrator

Enc.



County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

County of Washington			
County Contact: Christopher P. DeBolt			
Contact Telephone: (518) 746-2590			
Contact Email: cdebolt@co.washington.ny.us			
Partners			
Row 1 – 0 (total # of) Cities in Washington County			
	Participating Cities	Panel Representative	Vote Cast (Yes or No)*
1.	N/A		
2.			
3.			
Row 2 – 17 (total # of) Towns in Washington County			
	Participating Towns	Panel Representative	Vote Cast (Yes or No)*
1.	Argyle	Robert Henke	Yes
2.	Cambridge	Cassie Fedler	Yes
3.	Dresden	Paul Ferguson	Yes
4.	Easton	Daniel Shaw	Yes
5.	Fort Ann	Richard Moore	
6.	Fort Edward	Terry Middleton	
7.	Granville	Matthew Hicks	Yes
8.	Greenwich	Sara Idleman	Yes
9.	Hampton	David O'Brien	Yes
10.	Hartford	Dana Haff	Yes
11.	Hebron	Brian Campbell	Yes
12.	Jackson	Jay Skellie	Yes
13.	Kingsbury	Dana Hogan	Yes
14.	Putnam	John LaPointe	
15.	Salem	Evera Sue Clary	Yes
16.	White Creek	Robert Shay	Yes



County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

17.	Whitehall	John Rozell	
18.			
19.			
20.			

Use Additional Sheets if necessary

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.

Row 3 – 8 (total # of) Villages in Washington County

	Participating Villages	Panel Representative	Vote Cast (Yes or No)*
1.	Argyle	Jonathan McKenzie	
2.	Cambridge	Carman Bogle	
3.	Fort Ann	Dennis Langlois	
4.	Fort Edward	Matthew Traver	
5.	Granville	Brian LaRose	
6.	Greenwich	Pam Fuller	
7.	Hudson Falls	John Barton	
8.	Whitehall	Philip Smith	
9.			
10.			

Use Additional Sheets if necessary

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.

Row 4 – 12 (total # of) School Districts, BOCES, and Special Improvement Districts in Washington County

	Participating School Districts, BOCES, and Special Improvement Districts	Panel Representative	Vote Cast (Yes or No)*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			



County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

9.			
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20.			

Use Additional Sheets if necessary

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.

Row 5

2017 Local Government Property Taxes	The sum total of property taxes levied in the year 2017 by the county, cities, towns, villages, school districts, BOCES, and special improvement districts within such county.
	\$123,627,380

Row 6

2017 Participating Entities Property Taxes	The sum total of property taxes levied in the year 2017 by the county, any cities, towns, villages, school districts, BOCES, and special improvements districts identified as participating in the panel in the rows above.
	\$56,538,573

Row 7

Total Anticipated Savings	The sum total of net savings in such plan certified as being anticipated in calendar year 2018, calendar year 2019, and annually thereafter.
	2019: \$711,278 2020: \$183,558 Annually Thereafter: \$183,558



County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

Row 8	
Anticipated Savings as a Percentage of Participating Entities property taxes	<p>The sum total of net savings in such plan certified as being anticipated in calendar year 2018 as a percentage of the sum total in Row 6, calendar year 2019 as a percentage of the sum total in Row 6, and annually thereafter as a percentage of the sum total in Row 6.</p>
	<p>2019: 1.26% 2020: 0.32% Annually Thereafter: 0.32%</p>
Row 9	
Anticipated Savings to the Average Taxpayer	<p>The amount of the savings that the average taxpayer in the county will realize in calendar year 2018, calendar year 2019, and annually thereafter if the net savings certified in the plan are realized.</p>
	<p>2019: \$20.13 2020: \$5.19 Annually Thereafter: \$5.19</p>
Row 10	
Anticipated Costs/Savings to the Average Homeowner	<p>The percentage amount a homeowner can expect his or her property taxes to increase or decrease in calendar year 2018, calendar year 2019, and annually thereafter if the net savings certified in the plan are realized.</p>
	<p>2019: 1.29% 2020: 0.32% Annually Thereafter: 0.32%</p>
Row 11	
Anticipated Costs/Savings to the Average Business	<p>The percentage amount a business can expect its property taxes to increase or decrease in calendar year 2018, calendar year 2019, and annually thereafter if the net savings certified in the plan are realized.</p>
	<p>2019: 1.29% 2020: 0.32% Annually Thereafter: 0.32%</p>



County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

CERTIFICATION

I hereby affirm under penalty of perjury that information provided is true to the best of my knowledge and belief. This is the finalized county-wide shared services property tax savings plan. The county-wide shared services property tax savings plan was approved on September 19, 2018, and it was disseminated to residents of the county in accordance with the County-wide Shared Services Property Tax Savings Law.

Christopher P. DeBolt, County Administrator

County Chief Executive Officer

(Print Name)

Christopher P. DeBolt

(Signature)

9/19/18

(Date)

Appendix A originally submitted 9/14/18

Revised effective 9/19/18



WASHINGTON COUNTY 2018 SHARED SERVICES PLAN

September 2018

Compiled by the Washington County County-wide Shared Services Panel in compliance with the
NYS County-wide Shared Services Initiative expanded within the 2018 State Fiscal Year Budget

Chris DeBolt, County Administrator

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Executive Summary

Washington County and its component municipalities have a long and successful tradition of sharing services and resources to provide vital services as efficiently as possible. New York State, through the initiatives of Governor Cuomo, has recently recognized the importance of shared service provision at the local level and established several grant programs to help local government implement shared services initiatives with the goal of reducing the financial burden on local taxpayers.

Most recently, in the 2018 State Fiscal Year budget, the State enacted legislation that requires all 57 counties outside of New York City to prepare a formal County-wide Shared Services Plan for submission to the New York State Division of Budget. Projects and initiatives included in this plan, to be submitted to the Washington County Board of Supervisors on August 1, 2018, will be eligible for dollar-for-dollar matching state funds for savings realized and documented in calendar year 2019.

Washington County is made up of 17 Towns, 8 Villages, and no cities and is governed by a Board of Supervisors form of government. There are also 9 school districts within the County. All 25 municipal entities, as well as the 9 school districts and the regional Board of Cooperative Educational Services (BOCES) were invited to participate in the County-wide Shared Services Initiative leading to the creation of this plan.

The Washington County Shared Services Panel met in July of 2017 and again in September of 2017. A large number of potential projects and initiatives were identified as potential candidates for inclusion in the County's 2018 Shared Services Plan. From the outset, Panel members identified their desire to select and focus on a few projects and concentrate on their successful implementation to ensure the greatest benefit possible to the residents of the county.

Following the September 2017 meeting of the Shared Services Panel, several discussions were held between the County Administrator and the County Board of Supervisors to further explore which projects should be included in the 2018 plan with a major consideration being what projects could be implemented in calendar year 2019.

Four initiatives have been selected for inclusion in this plan following detailed and thorough discussions among all stakeholders. The projects subsequently enumerated and described in this plan represent a

continuation of the long-standing practice of collaboration and sharing that has long been a hallmark of municipalities and public entities within Washington County.

The County and the Shared Services Panel are committed to continuing the process started in 2017 and culminating with the submission of this plan in September of 2018. Following the adoption of the County budget in late fall of 2018, work will immediately begin on the preparation of the 2019 Shared Services Plan for projects and initiatives to be implemented in calendar year 2020. Several of the projects to be included in the 2019 plan will be continuations or expansions of initiatives included in this first plan.

Introduction

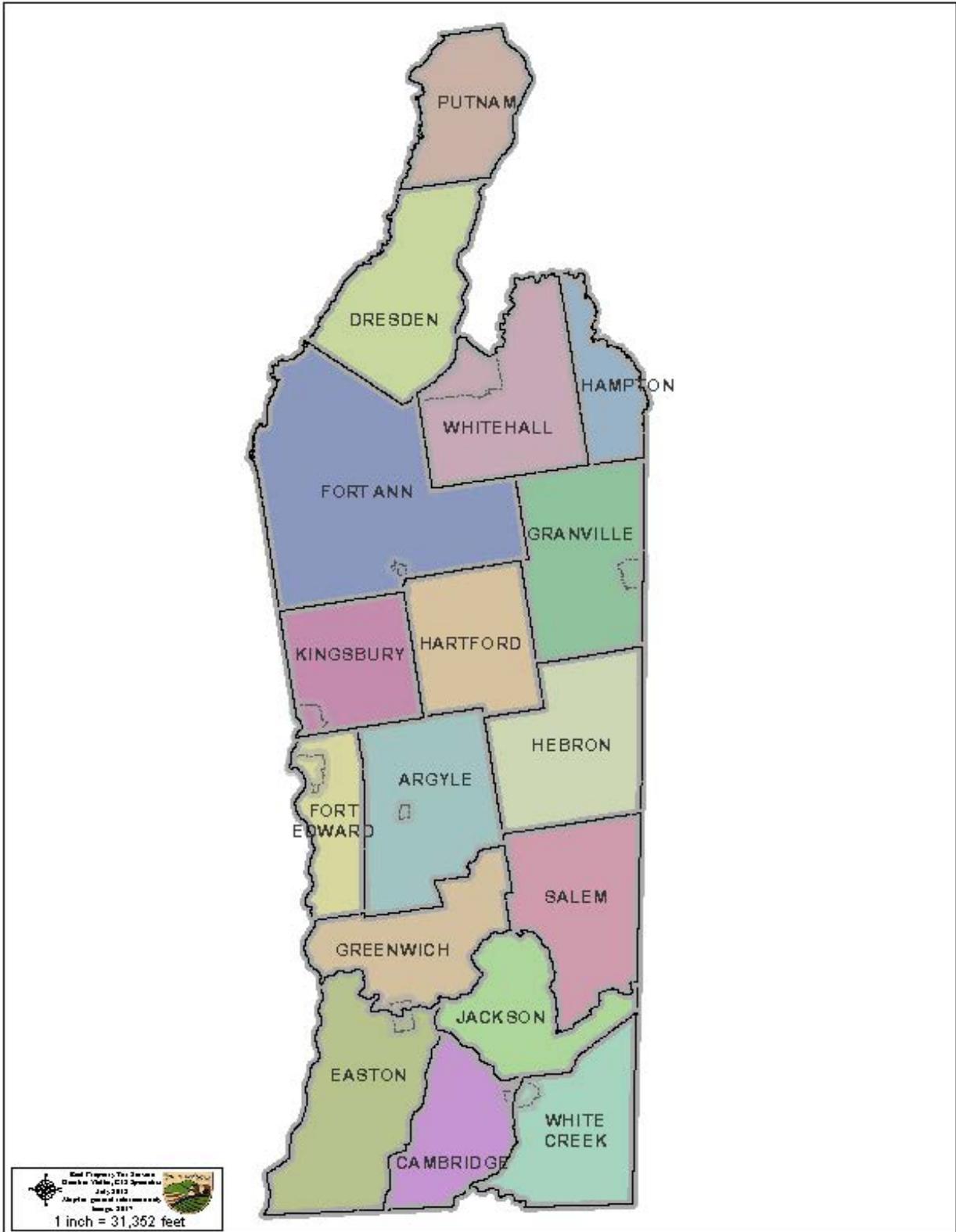
Washington County is located on the eastern border of New York State, north of Albany, and east of Glens Falls and Lake George. Bordered to the east by Vermont, to the north by the Adirondack Mountains and Lake Champlain, and to the west by the Hudson River, Washington County has long been a crossroads of important trading routes, and an important agricultural producer.

Today, the County's preeminent industry is agriculture, with dairy farming being the major commodity. Paper products and high-precision machining are also important economic clusters for the County. As of the 2010 US Census, there were 61,042 residents in the county, with 19,876 (or 33%) of them residing in one of the eight incorporated villages within the county.

Changes in global and national economics have had negative impacts on the county's manufacturing and agricultural economy over the last 30 years as experienced in many communities across Upstate New York and the greater northeast. These economic changes have led to an aging population, stagnant or no population growth, and an increasing property tax burden on residents to support essential government functions and the local education system.

The recent enactment of the 2% Tax Cap by the State Legislature and Governor Cuomo has provided some increased certainty to property owners regarding future growth of the tax obligations, but has constricted the largest revenue source available to both local governments and school districts. The public policy implications and validity of this imposed revenue cap are debatable and outside the scope of this plan, however it has important ramifications for the ability of counties and school districts to comply with costly unfunded mandates and requirements from the State and Federal government.

Without significant and meaningful changes to requirements placed on counties and schools by the State and Federal governments, or structural changes to the funding mechanisms to support these programs and requirements, local governments will no longer be able to function as they currently do. The Shared Services Panel recognizes that the projects identified in this plan will not reverse the unsustainable course that local governments have been set upon by higher levels of government. Nevertheless, the Panel has indicated that all participating members will strive to continue as they have in the past to provide essential services to the residents of the County in as efficient and cost-effective manner as possible. It is the feeling of the Panel that the initiatives contained herein will further this important goal.



2018 Shared Services Initiatives

Multi-Jurisdictional Property Revaluation

Of the seventeen (17) Towns in Washington County, six (6) currently have equalization values below 100%. These values range from a low of 2.12% for the Town of Easton, to a high 80% for the Town of Fort Edward. The six municipalities, and their respective tentative 2018 equalization rate are listed in the table below, including the total number of parcels in each Town.

Town	Equalization Rate	Total # of Parcels
Dresden	46.00%	940
Easton	2.12%	1,415
Fort Edward	80.00%	2,830
Jackson	36.00%	1,590
Salem	57.00%	1,765
White Creek	63.00%	1,815

The equalization rates of these towns indicate that a comprehensive, independent, revaluation has not occurred in a significant period of time. The lack of a recent revaluation can lead to inequities and inconsistencies within the town and an uneven distribution of both the county-wide tax levy, as well as Town and School taxes within the municipality.

In addition to the issues raised above, there has been considerable discussion among Supervisors regarding the County offering assessing services to the towns on a contractual basis for those towns who may be interested. Towns are having increased difficulty, finding, recruiting and retaining trained assessors, and the perception is that these difficulties will become greater in the coming years. Some towns within the County also still have elected Boards of Assessment Review that are charged with establishing the assessed value of all parcels each year for the development of the annual tax role. It is becoming increasingly difficult for these municipalities to find qualified residents with the interest and time necessary to devote to such an important function.

Because of these factors, and as discussed later in this plan, Washington County has begun offering assessing services on a contractual basis, under the provisions of Real Property Tax Law §1537 to interested towns. In order for the County to be able to provide this service, however, the town must be at or near 100% in equalization rate to make the transition possible.

The goal of this multi-jurisdictional revaluation is to bring the participating municipalities up to 100% equalization rate, undertake a professional and independent analysis of all parcels to ensure the equitable distribution of property taxes across all parcels, and eliminate the existing low equalization rate as a barrier to the towns participating in county-offered assessing should they choose to do so.

Of the 10,355 total parcels in the participating towns, 10,086 would be involved in the revaluation process. The difference of 269 between these two numbers represents the parcels within these towns that are owned by non-profits, railroads and utilities, which would not be included in a normal revaluation.

The Shared Services Panel proposes that these six towns join together and undertake this revaluation, rather than each town seeking its own firm to conduct a separate revaluation. Partnering with the Washington County Purchasing Department, a single RFP will be drafted and released by the County. It is hoped that by grouping the six towns into one RFP, the responding firms will be able to offer a better per parcel price than if each town engaged a firm through their own procurement process.

It is estimated that at current market rates, the towns could expect to pay as much as \$95 per parcel for the revaluation considering that the current state of their data collection is incomplete and significant field work would need to be undertaken by the consultant. After consultation with experts in the field, it is estimated that the County may be successful in receiving proposals for as low as \$75 per parcel by undertaking all 10,086 parcels at once as opposed to one town at a time.

These estimates indicated that the total cost for each town to do their own revaluation independently might be as high as \$958,170. By joining together and procuring the revaluation services collectively, it is hoped that the towns may be able to obtain these services for as little as \$756,450, which is a savings of \$20 per parcel for a total of **\$201,720**.

In addition to the savings enumerated above, the County, on behalf of the participating towns, has submitted an application to the New York State Department of State Local Government Efficiency Grant program through the 2018 Consolidated Funding Application process. The County, on behalf of the participating towns, has requested a maximum of \$590,031 in funding to help facilitate this multijurisdictional revaluation and ultimate implementation of centralized assessing services for those local municipalities interested in such.

This project represents significant immediate, one-time savings, while also establishing the opportunity for structural changes in assessing that can lead to meaningful long-lasting savings to each participating

municipality. While the immediate and long-term cost savings of this project are important, addressing the longstanding issue of low equalization rates and lack of comprehensive revaluation also have important benefits to the taxpayers of the towns. This project will help ensure the fair and equitable distribution of the property tax burden among the residents of each town, as well as among all residents in the County.

Assessing as a County Service

Like towns in most of Upstate New York, each town in Washington County has their own mechanism for the required task of annually assessing a value to all parcels within the town. The majority of towns within the county appoint Sole Assessors who carryout this function, often times with a clerk to help handle the more clerical portions of their duties. A few towns in the County do still rely on elected Boards of Assessment Review. These boards can be either 3 or 5 members.

Despite the manner in which towns undertake their assessing duties, some have recently encountered issues. Those towns relying on elected boards have had significant trouble recruiting qualified and interested residents with sufficient time to dedicate to this important task. Even towns with Sole Assessors have had trouble recruiting and retaining trained and certified assessors. There is some consensus among assessing professionals that there is a lack of new assessors currently being trained and entering the field, and that as current assessors retire it will be increasingly difficult for towns to find and recruit qualified assessors.

Currently, Sole Assessors are appointed by the local legislative body for a set term. Given the rural nature of Washington County and its surrounding neighbors, almost all assessors are appointed by multiple towns and may only be in each town one to two days a week and must travel to municipalities scattered across multiple counties to perform their duties. This leads to inefficiencies for the assessors themselves, and the potential for inconsistencies among towns. As a town in Saratoga County and one in Washington County may be close in geographic proximity and look similar, the property values are drastically different. While current assessors undoubtedly are well aware of this fact, the potential exists for the skewing of assessments one way or another when a new assessor takes over.

Because of all the issues spelled out above, there is interest from some towns in the County to centralize assessing services and have the County offer assessing as a contractual service to the interested towns under the provisions of Real Property Tax Law §1537. The Sole Assessors in the county are appointed to terms that will expire in October of 2019, and there is no interest from any towns in switching their assessment model until after that date.

As discussed in the previous project included in this plan, the lack of a recent revaluation and subsequent low equalization rate of several towns is also a barrier to the implementation of this proposal in the short term. It is hoped that through the centralized procurement of revaluation services

and a successful grant application, this will be remedied in 2019 and those towns who are interested will be able to participate in assessing as a county service in 2020 should they so choose.

While there has been significant discussion on this topic, the consensus was to delay and include this in the County's 2019 Shared Services Plan for implementation in 2020. However, the Town of Granville was faced with an unforeseen circumstance when their Sole Assessor passed away unexpectedly in the spring of 2018. The untimely passing of the Town's assessor posed a number of logistical issues to the Town, just as the assessment roles were being finalized and submitted.

The Town of Granville worked with the Washington County Department of Real Property Tax Services and the Sole Assessor from the Town of Argyle to immediately develop an interim arrangement to keep the development and finalization of the assessment role moving forward, while the County stepped in to provide clerical and administrative support to assist in any way possible.

Concurrent to those efforts, the County moved to create and fill a part-time assessor position located within the Department of Real Property Tax Services. This position was created on May 18 of 2018, and filled a few weeks later. Immediately after filling the position, the County began performing assessing services for the Town of Granville under a contract created under the provisions of General Municipal Law §119-O and §537 as well as Real Property Tax Law §1573. This contract stipulates that the County will provide assessing services to the Town of Granville for a rate of \$7 per parcel. The Town contains 3,574 parcels for an annual value of \$25,018.

The Town of Granville had a total of \$36,509 in costs associated with assessing services contained in their adopted 2018 budget. \$15,300 of that cost was for the Assessor's Clerk. The Town's previous Clerk retired. The new clerk will have significantly reduced duties and hours for an estimated annual budget of \$6,500, which represents a savings of \$8,800. These savings are possible because the County will be assuming many of the duties previously carried out by the Clerk.

The part-time assessor hired by the County will be paid a rate of \$25.77 per hour for an estimated 14 hours per week. This will result in an estimated annual salary of \$18,761. Part time employees for the County are not eligible for health insurance, so fringe benefits for these employees consist of NYS Retirement and FICA. These two costs represent an average of 22% of salary. Adding fringe benefits to the estimated salary leads to a total cost of employment for the County of \$22,888.

The difference between the \$25,018 charged to the Town, and the \$22,888 cost of the part time assessor position is designed to cover mailings, administrative support, and miscellaneous time spent by

other employees of the Real Property Tax Services Department in providing assessing services to the Town.

In total, the Town of Granville will be charged \$25,018 for the administration of assessing services from the County. In addition, the Town will employ a part time clerk for the estimated cost of \$6,500 per year. This will result in a total cost to the Town of \$31,518 for the provision of assessing services. This is **\$4,991** lower than what the Town budgeted for in 2018, and represents a reoccurring savings to the taxpayers of the town for the foreseeable future.

As discussed above, there are several barriers to other municipalities participating in this particular project in 2019. It is hoped and expected that additional towns will be included in the 2019 Shared Services Plan for implementation in calendar year 2020. The more towns participate in assessing as a county service, the lower the County can make the per parcel price to the municipalities, and the greater the recurring savings to the towns and their taxpayers will be.

Centralized Fuel Dispensing

The County operates eight (8) highway facilities located strategically throughout the county. At each of these facilities, the County operates fuel pumps that dispense regular unleaded fuel and diesel fuel. These pumps are used by the County to fuel their vehicles and heavy equipment, and they are also utilized by various other entities including towns, villages, fire companies, schools, rescue squads and police departments.

The County bears the cost of maintaining a Petroleum Bulk Storage permit for each location as well as the upkeep and maintenance on the fuel pumps. The County also maintains an electronic fuel management system that tracks the amount of fuel dispensed to each entity. On a monthly basis, the County bills each entity for the fuel they used during the billing period.

The County-operated fuel dispensing facilities located throughout the County represent a long-standing shared service among many different entities. This shared service represents a significant savings to the participating entities. The information below outlines the amount of fuel purchased through this arrangement by each local entity from the County during calendar year 2017. The savings listed below reflect the savings realized by each entity over what they could have purchased the same volume of fuel from standard retailers. These savings are possible because Washington County purchases its gasoline and diesel fuel on New York State contract at much lower prices than those at standard retail gas stations.

Thirty-seven (37) non-County entities utilize the centralized fuel dispensing facilities operated and maintained by the County. In 2017, these entities dispensed 89,165 gallons of diesel fuel and 88,038 gallons for regular unleaded gasoline. The County charged these organizations \$172,954 and \$161,420 for these amounts of diesel and gasoline respectively. These purchases represent a total expense for fuel purchases by local organizations of \$334,374.

The average price per gallon of diesel charged by the County during 2017 was \$2.04. During that same period, according to the New York State Energy Research and Development Agency (NYSERDA), the average per gallon price of diesel fuel in Upstate New York was \$2.83, which is \$0.79 higher than the rate charged by the County. The savings of \$.079 per gallon represents a total savings to local entities of \$70,440 for the 89,165 gallons of diesel they purchased from the County in 2017.

The average price per gallon of regular unleaded gasoline charged by the County during 2017 was \$1.92. During that same time, according to NYSERDA, the average retail price of regular unleaded gasoline in Upstate New York was \$2.45. This represents a savings of \$0.53 per gallon. The savings of \$0.53 per gallon for the 88,038 gallons of regular unleaded gasoline purchased by the non-county entities represents a total savings to these groups of \$46,660.

Combining the savings incurred by purchasing diesel fuel and regular unleaded gasoline from the County, these entities saved a total of \$117,100 in 2017.

Currently, the County is charging \$2.52 for diesel fuel and \$2.32 for regular unleaded gasoline. According to NYSERDA, the average price in Upstate New York is currently \$3.40 and \$2.98 respectively. Assuming the same volume of each type of fuel will be purchased by the participating entities in 2019, and ignoring the likely continued escalation of fuel prices, it is estimated that this program will save these organizations \$78,465 on diesel fuel and \$58,105 for a total estimated savings of **\$146,143** in calendar year 2019.

Co-Location of Head Start and Granville Central School

Learning, Employment, Assistance, & Partnership (LEAP) is the local Community Action Agency for Washington County. LEAP and the County have a long-standing relationship and tradition of sharing services over the past 50+ years. LEAP is physically located within the Washington County Municipal Center, and the County does not charge LEAP for rent of its space. This in-kind donation is used, in conjunction with other in-kind rent, as a portion of the local match required of LEAP to utilize their Federal Head Start grant.

Head Start is an important pre-school education program that provides critical school preparedness skills and development for children from low income families throughout the County. LEAP operates Head Start centers in Whitehall, Granville, Hudson Falls, Kingsbury and Cambridge. With the exception of the Cambridge location, each of the buildings that house these Head Start centers is owned by Washington County. For nearly 50 years, the County has owned, maintained and improved these facilities to help facilitate LEAP's ability to provide these important services. The County does not charge rent to LEAP for these buildings, and the fair market value of the rent on these facilities is used by LEAP as an in-kind local match to their Federal Head Start grant.

This project proposes to move LEAP's Granville Head Start operations from the current facility, located at 16 Church Street in the Village of Granville, to the Mary J. Tanner Elementary school located on State Route 22 to the west of the Village. Granville Central School currently has additional space available at the Elementary School and the County's building on Church Street is not ideally laid out for the Head Start program. In addition to the physical challenges of the building, the County is facing significant capital investments and repairs to the building over the next five to ten years.

In order to facilitate the co-location of the Granville Head Start program, the County and the school are planning to partner during the summer of 2018 to construct a new entrance to the school that will alleviate current safety issues caused by vehicular traffic at student drop off and pick up time as well as provide a direct and separate access to the section of the building where the Head Start program will be located.

The only use the County has had for the Church Street building has been to allow LEAP to operate the Head Start program there. The County has indicated it has no interest in retaining this facility and will immediately move to sell the building once LEAP no longer requires it for the Head Start Program. As

outlined below, the ability to sell this facility will lead to significant savings to the County over the next five to ten years.

The County has estimated \$106,000 in capital costs needed for the Church Street building over the next five to ten years. In addition, the County has averaged \$9,500 in maintenance and repair costs to this building over the past five years. In addition, the building is currently assessed at \$110,000. As mentioned previously, the County intends to sell the property immediately once it is no longer needed for the Head Start program. The County is conservatively estimating that it is likely to receive at least \$90,000 in revenue from the sale of this building. When taking into account the avoided capital expenses and maintenance moving forward, coupled with the revenue from the sale of the property, the County is expecting to save **\$291,000** over the next ten years.

As a Community Action Agency, LEAP is not eligible for matching State funds for savings they realize through this co-location; however there will be significant benefits to LEAP through co-locating with the school. A direct monetary benefit will be that LEAP will no longer have to pay for utilities, cleaning, and snow/ice removal contracts they previously had at the County's Church Street location. This will enable LEAP to spend more of their funds on important educational and community support activities.

In addition, there will be significant benefit to the students in the Head Start program as it will lead to an easier, less stressful, transition for the students when they matriculate into elementary school. For families with multiple children, it should also be much easier to arrange transportation by having younger children in the Head Start program being located in the same location as older students attending the Mary J Tanner Elementary School. While the benefits to LEAP and its clients are not all monetary, they are significant and represent real improvements to the children and families served by the Head Start program.

While the school will not be experiencing any direct savings from having LEAP located within the elementary school, as they had no direct expenses related to the Head Start program prior to this project. LEAP will be paying the school \$3,500 per year in rent. LEAP will be occupying previously empty classrooms that do not require any additional investment to make ready for the Head Start program. Therefore, this \$3,500 payment made by LEAP to the school will help offset existing operating expenses borne by the school and can be seen as a savings to the taxpayers of the school district.

Shared Bookkeeping Services with Regional Planning Board

The Lake Champlain, Lake George Regional Planning Board (LCLGRP) is a municipal entity created by the counties of Clinton, Hamilton, Essex, Warren and Washington under the provisions of New York State General Municipal Law §239-h. The LCLGRP was established by the five (5) participating counties in 1967 and has served the communities of its region for over 50 years by providing planning, water quality, and economic development assistance to all levels of local government and coordinating resources from the federal, state and local level.

The Planning Board has recently undergone a transition of leadership following the departure of its long-tenured Executive Director and a change in the Board's leadership and direction. Part of this transition has been to reconstitute the Board by having each county reaffirm its membership to the Board, appoint an interim Director, and assist the New York State Comptroller's Office in conducting a comprehensive and thorough audit of the operations and finances of the Regional Planning Board.

As the interim Director, new Board Chairman, and staff from the participating counties have examined the finances of the organization, they found that the Regional Planning Board spends approximately \$28,000 per year for bookkeeping services provided by an independent accounting firm. This is in addition to the independent financial auditors the LCLGRP employs to conduct an independent fiscal audit each year.

After considerable discussion among staff, the Regional Planning Board, its interim Director and the leadership of the participating counties, it has been determined that there is a more economical way to address the needs the Regional Planning Board has for bookkeeping services. At the LCLGRP's regular meeting on July 26, 2018, the Board decided to partner with one of the five participating counties and have the Chief Fiscal Officer (Treasurer) of that county provide the bookkeeping services currently provided by the accounting firm.

The current proposal is for the Washington County Treasurer's Office to become the official bookkeeper for the Lake Champlain, Lake George Regional Planning Board for a period of August 1, 2018 through December 31, 2019. The Regional Planning Board and Washington County will enter into an Memorandum of Agreement (MOA) to memorialize this agreement and the responsibilities of each participating entity. Washington County will bill the LCLGRP quarterly for actual costs incurred in an amount not to exceed \$10,000 annually.

The current accounting firm for the Regional Planning Board states the value of the services they provide at \$42,424. Washington County is willing to offer these same services to the Regional Planning Board for \$10,000. This will represent an annual savings to the Regional Planning Board of **\$32,424**.

Project Savings Summaries

Multi-Jurisdictional Revaluation

Town	Parcels in Revaluation	Estimated Savings
Dresden	860	\$17,200
Easton	1,373	\$27,460
Fort Edward	2,768	\$55,360
Jackson	1,559	\$31,180
Salem	1,738	\$34,760
White Creek	1,788	\$35,760
	10,086	\$201,720

Assessing as a County Service

Current Town of Granville current budget for assessing: \$36,509

\$7/parcel fee paid to County (3,574 parcels) = \$25,018

Part-Time Clerk at Town = \$6,500

Total new cost to Town for assessing services: \$31,518

Total estimated savings to the Town: **\$4,991**

Current cost for County to provide assessing services: \$0

New costs to the County to provide assessing services:

Part-Time Assessor employed by County: \$25.77/hr. @ 14 hrs./week = \$18,761 salary

Fringe benefits for part-time Assessor: 22% of salary = \$4,127

Total cost for new part-time Assessor position = \$22,888

New revenue from contract with Town of Granville = \$25,018

Savings to the County: **\$2,130**

Total Estimated Project Savings: \$7,121

Centralized Fuel Dispensing

Fuel dispensed to non-county entities in 2017:

Diesel Fuel: 89,165

Regular Unleaded Gasoline: 88,038

Price charged by County to participating entities:

Diesel Fuel: \$2.04

Regular Unleaded Gasoline: \$1.92

Retail price in Upstate New York for 2017, per NYSERDA:

Diesel Fuel: \$2.83

Regular Unleaded Gasoline: \$2.45

Savings per gallon for participating groups over retail price:

Diesel Fuel: \$0.79

Regular Unleaded Gasoline: \$0.53

Savings based on volume purchased:

Diesel Fuel: \$70,440

Regular Unleaded Gasoline: \$46,660

Total Savings for 2017: \$117,100

Estimated 2019 savings:

Diesel Fuel: \$78,465

Regular Unleaded Gasoline: \$58,105

Total estimated savings for 2019: \$146,143

Co-Location of Head Start and Granville Central School

Capital investment cost avoided by County: \$106,000

Ongoing maintenance costs avoided by County: \$95,000

Projected revenue from sale of building: \$90,000

Total savings/revenue to County: \$291,000

Annual revenue to school district: \$3,500

Total estimated project savings over 10 years: \$326,000

Shared Bookkeeping Services with Regional Planning Board

Current cost of bookkeeping services procured by RPB: \$42,424

Proposed cost of services offered by Washington County: \$10,000

Estimated annual savings to the Regional Planning Board: \$32,424

Total Estimated Plan Savings

Multi-Jurisdictional Property Revaluation: \$201,720

Assessing as a County Service: \$4,991

Centralized Fuel Dispensing: \$146,143

Co-Location of Head Start and Granville Central School: \$326,000

Shared Bookkeeping Services with Regional Planning Board: \$32,424

Total Estimated Plan Savings: \$711,278

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

IT MAKES SENSE TO IMPLEMENT
SHARED SERVICES AT THIS LEVEL


Signature

DAVID O'KEEFE
Name (Printed)

HANDTOWN
School/Town/Village

9-13-18
Date

578-866-1022
Phone

debrion@CO.WASHINGTON.
Email

N.Y. 405

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

looking at shared service for re-assessments (property),

Evera Sue Clary
Signature

9/13/2018
Date

Evera Sue Clary
Name (Printed)

518 854 3277
Phone

Town of Salem
School/Town/Village

eclary@co.washington.ny.us
Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

I've sat in on hearings & agree


Signature

9/13/18
Date

DANIEL B. SHAW
Name (Printed)

518-744-2951
Phone

Town
School/Town/Village

Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

the governor wants us to

R.A. Henke

Signature

9/13/18

Date

Robert HENKE

Name (Printed)

510 746 2210

Phone

Argyle

School/Town/Village

rhenke@co.washington.ny.us

Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

Believe IN The Shared ^{Services} Program

Robert Shay
Signature

9-13-18
Date

Robert Shay
Name (Printed)

518 677-3954
Phone

Cambridge School District
School/Town/Village
Town of White Creek

TownofWhiteCreek@gmail.com
Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

The cost savings and it opens your eyes to the services that could be shared.

Jay B. Stullie
Signature

9/13/18
Date

Jay B. Stullie
Name (Printed)

(518) 854-7883
Phone

Jackson
School/Town/Village

Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

This plan saves money for the citizens of the county.

C Fedler
Signature

Catherine Fedler
Name (Printed)

Cambridge
School/Town/Village

9-13-18
Date

518-796-1877
Phone

cfedler@co.washington.ny.us
Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

I THINK IT'S A GREAT IDEA


Signature

MATTHEW HICKS
Name (Printed)

GRANVILLE
School/Town/Village

9-13-18
Date

518 642-9027
Phone

GRANVILLE@RCADMINISTRATOR.COM
Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

IT IS LOGICAL TO SHARE
SOME SERVICES

Signature

Dana Haff

Name (Printed)

DANA HAFF

School/Town/Village

HARTFORD

Date

9/13/18

Phone

598 632 9178

Email

DANATRHAFF@
GMAIL.COM

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

It makes sense to share services because there is redundancy.

Sara Idleman
Signature

9-13-2018
Date

Sara Idleman
Name (Printed)

518 727-1269
Phone

Town of Greenwich
School/Town/Village

sarasidleman@gmail.com
Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

Thinks sharing services will help both the County and the Towns provide services more cost effectively to their residents.

Via facetime (CTD)
Signature

9/13/18
Date

Paul Ferguson
Name (Printed)

Phone

T/O Dresden
School/Town/Village

Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

He supports the plans efforts to save taxpayer funds.

Via facetime (CPS)
Signature

9/13/18
Date

Dana Hogan
Name (Printed)

Phone

Kingsbury
School/Town/Village

Email

County-Wide Shared Services Vote

September 13, 2018

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is Yes No

The reasoning for my vote is:

A lot of hard work and effort has been ~~made~~^{exerted} and accomplishment should be good for all involved.

Brian R. Campbell

Signature

9/13/2018

Date

Brian R. Campbell

Name (Printed)

518-415-7039

Phone

Hebron

School/Town/Village

mkbr@together.net

Email